Health Research Grants and Awards 1988-89

Ministry of Health
Ontario

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PREFACE

This publication describes the extramural research programs of the Ministry of Health. Information regarding the general purpose and areas of support for each program is given in broad terms, and details are provided regarding financial and other administrative requirements. This publication is distributed annually to the research offices of Ontario universities, District Health Councils, Public Health Units, and the Ontario Government Bookstore. Individual copies are also available on request from the Ministry.

Applicants are encouraged to seek information on special problems or areas of doubt by contacting the Ministry. All applications, requests and inquiries are to be directed to:

Supervisor, Grants Administration
Policy Development and Research Division
Ministry of Health
Hepburn Block, 8th Floor
Queen's Park
Toronto, Ontario
M7A 1R3

Telephone (416) 965-5887

SUMMARY OF PROGRAMS

AREA OF SUPPORT	PROGRAM	SUBPROGRAM	SUBMISSION DATE
RESEARCH PROJECTS	HEALTH CARE SYSTEMS RESEARCH	RESEARCH	NOV 1 APR 1
		FEASIBILITY/ FORMULATION	ANY TIME
		INFORMATION	NOV 1 APR 1
		WORKSHOPS/ CONFERENCES	ANY TIME
RESEARCH PERSONNEL	HEALTH RESEARCH PERSONNEL DEVELOPMENT	GRADUATE STUDIES FELLOWSHIP	JAN 15
		RESEARCH FELLOWSHIP	JAN 15
		CAREER SCIENTIST	NOV 15

EARLIEST FUNDING DATE	FIRST APPROVAL	RENEWAL	LIMIT
APR 1 SEP 1	UP TO 2 FISCAL YEARS	ANNUAL	NONE
6 WEEKS AFTER RECEIPT	UP TO 9 MONTHS	NONE	13,000
APR 1 SEP 1	UP TO 12 MONTHS	NONE	13,000
6 WEEKS AFTER RECEIPT	UP TO 1 YEAR	NONE	5,000
JULY 1	MASTER'S UP TO 2 YEARS PH.D. UP TO 4 YEARS	NONE	
JULY 1	UP TO 2 YEARS	ONCE, UP TO 1 YEAR	
JULY 1	5 YEARS	ONCE, UP TO 5 YEARS	

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Research Grants

RESEARCH GRANTS DESCRIPTION

INTRODUCTION

Through the Health Care Systems Research Program, an extramural unsolicited research grants program, the Ministry supports studies which evaluate aspects of Ontario's health care system, with a view to improving its cost-effectiveness, availability, accessibility, and acceptance.

A health care system is a network of human and physical resources intended to provide health care to a defined population, and includes efforts to organise and deliver health care both through institutions, and at the community level.

RESEARCH INTERESTS

The Ministry has an ongoing particular interest in evaluative studies in the following areas:

Community and Public Health

Evaluative studies are needed of the organization and delivery of cost-effective health care at the community level, to prevent disease and maintain the health and functional independence of individuals, and to identify and bring care to those in need.

Also of interest are studies to measure the effectiveness and increase the efficiency of mandatory public health programs, including family health, communicable disease control, community sanitation, preventive dentistry, nutrition, home care and health education.

AIDS continues to be of particular concern for the health care system. Studies of the epidemiology, diagnosis and treatment of AIDS are of interest. Epidemiology studies are required to define the natural history and risk factors of the syndrome and to evaluate prevention programs. Clinical interventions need to be developed to prevent early asymptomatic HIV infections from progressing to AIDS. Improved screening tests and protocols for specific drug treatments need to be evaluated.

Health Care for the Elderly

Of particular interest are evaluative studies of health care services and programs for the elderly, to maintain good health and independent living, to delay the onset of chronic diseases, and to improve quality of life in institutions.

Health Promotion

Health promotion focusses on enhancing the ability of individuals to increase control over and improve their health. In this context, physical, mental and social well-being are all contributing factors to health.

There is a need for evaluative studies which lead to the development of effective health promotion programs. Of particular interest are programs directed at alcohol moderation, reduction or cessation of smoking and drug abuse, improved physical fitness and mental health, and good nutrition. Concurrent research is also required into the effectiveness of contributing elements to health promotion programs such as intersectoral co-ordination (health, social services, education, etc.), community action and social marketing.

Technology

Scientific investigation of new technologies is needed to determine their appropriate clinical applications, and to assist the Ministry in establishing guidelines for their distribution and rational use. Of particular interest are research studies which compare new and existing technologies from the perspectives of cost-effectiveness and patient safety, and identify the treatment modalities which the new technologies can replace.

Utilization/Health Services Patterns

In order to plan for and implement changes in the system for delivering health care, there is a need to determine the "need" and "want" components of demand for health services; assess whether the existing type and structure of resources are optimal in meeting current needs; and estimate future needs, and the adjustments to the system that will be required.

Investigations into the factors influencing the use of services are of interest, and include:

- utilization of medical services, including diagnostic and therapeutic techniques, and services provided by other health professionals;
- mode of payment, and the service environment;
- patient need and demand, including demographics, epidemiological trends, environmental impact, and socio-economic influences; and
- health manpower, including medical school output, training for physicians and other health professionals, and allied and substitute health personnel.

Women's Health

Studies are needed to enhance an understanding of the effects resulting from changing demographic patterns on programs, for example, the increasing age of child bearing. There is continued interest in issues related to reproduction. Also of interest are evaluative studies of services for the prevention, detection, diagnosis and treatment of female-specific diseases. Studies are also required which examine the implications for the health care system of violence directed towards women.

Environmental Hypersensitivity

Epidemiological studies of environmental hypersensitivity are required as a first step towards understanding the nature and causes of the disorder. Controlled studies are also needed to develop standards for diagnosis, and to evaluate the effectiveness of treatments.

HEALTH CARE SYSTEMS RESEARCH PROGRAM

(PUBLIC HEALTH RESEARCH & DEVELOPMENT)

The program is divided into six sub-programs: research, feasibility, formulation, information, workshops and conferences.

RESEARCH

This sub-program supports evaluative studies in the:

- organization of health services or programs, including those at the community level;
- relative effectiveness of prevention, detection, diagnosis and treatment services, including new technology and new diagnostic techniques;
- determination of optimal quantity and quality and cost-effectiveness of service;
- quality of health manpower education programs;
- health care or health status of populations, by epidemiological surveys, to assess resources in relation to needs;
- development of an information system with specific research objectives;
- application of new research methodologies to address these areas.

Through this research grants program, funds are granted to cover the direct operating costs of acceptable health care research projects based in Ontario.

Support is given for evaluative studies. In some cases, support may also be given for developmental work that forms an integral part of an evaluative study, e.g. the development of laboratory techniques to identify infectious disease organisms. Plans must be included for application of the developmental work in an adequate clinical or epidemiological evaluation.

Studies of new drug treatments will only be considered for support if the evaluation of a scientific question is involved. Projects establishing the efficacy of a drug for licensing purposes are not eligible for support from this program.

These grants are not intended to provide supplementary or interim funding for projects supported by other agencies. However, proposals may be submitted simultaneously to several interested agencies. The review of the proposal may then be co-ordinated and, if successful, shared or joint funding undertaken at the discretion of the agencies concerned.

Support is not provided by the program for basic research, major equipment acquisitions, educational programs or the provision of services which should be financed from service support programs.

Consideration can be given to some service funding when the research is related to a new and innovative health service, or when the service cost is increased during the course of the research, and offset savings cannot be identified by the sponsoring agency. No service funding can be provided beyond the termination date of the research project. Once the value of a service is established, implementation of a service program is the responsibility of the investigator and the sponsoring agency.

FEASIBILITY

Prior to compiling a major research proposal, potential applicants are encouraged to consider the appropriateness of a feasibility study.

Feasibility grants are made to support the testing of particular feature(s) of a research project to demonstrate feasibility, in preparation for the submission of a complete research proposal to the Health Care Systems Research Program. These grants are normally limited to $13,000, for a period of up to 9 months.

An example of the type of activity supported in this sub-program might be the development, validation, and reliability assessment of a measurement instrument.

The expected outcome from this type of support is the submission of a fully developed research proposal to the Health Care Systems Research Program.

Applicants should note that successful completion of a feasibility study does not guarantee approval or funding of the resultant major research proposal.

FORMULATION

Formulation grants support the development of research proposals. These grants, normally limited to $13,000, for a period of up to 9 months are made to meet extraordinary costs involved in the formulation of a proposal, and are limited to individuals who do not normally have access to the resources necessary to develop a sound proposal. Eligible costs depend upon individual circumstances. Examples of activities supported in this sub-program may include:

- retrieval and analysis of data which is not immediately available to the sponsoring agency;
- limited travel expenses to visit another program or agency when the equivalent experience cannot be gained through correspondence;
- the assistance of a research methodologist or other health professional;
- demonstration of the feasibility of some feature of the study; for example, the development, validation, and reliability assessment of a measurement instrument.

The expected outcome from this type of support is the submission of a fully developed research proposal under the Health Care Systems Research Program. The applicant is expected to take the major responsibility for developing the proposal. A formulation grant may not be used to purchase a proposal in its entirety.

Applicants should note that the successful completion of a formulation study does not guarantee approval or funding of the resultant major research proposal.

INFORMATION STUDIES

The objective of an information study is to make existing data available in a form useable for planning or project development in a public health service program. Applications should clearly state the proposed uses, methodology to be used and benefits. Support may be provided for the retrieval, completion or analysis of data. Unlike a research

project, the results of an information study are not expected to be applicable beyond the program for which the data has been developed. A grant made from this sub-program is normally limited to $13,000 for a period of up to 12 months.

WORKSHOPS

This sub-program assists organizations to develop or implement workshops with the objective of increasing the research skills and understanding of public health personnel. The workshop may be local or provincial in scope. The award is normally limited to $5,000, for a period of one year.

CONFERENCES

A contribution towards the administrative and other costs of scientific meetings concerning health related issues of importance to Ontario, is available through this sub-program.

The meeting should be provincial or national in scope, and be located in Ontario. The award is normally limited to $5,000, for a period of one year.

Support is not available for annual meetings, or meetings for educational purposes, and is normally limited to one grant only, for a specific organisation.

HEALTH CARE RESEARCH UNITS

The Ministry supports Health Care Research Units at the five university health sciences centres in Ontario. Resources are available at these Units to provide consultation on methodology and analysis; to assist with the preparation of submissions to research grant programs; and to collaborate on the implementation of research projects. Willingness to co-operate, on the part of staff at the Units, must be clearly confirmed in correspondence appended to the application.

The names and addresses of the directors of the five Health Care Research Units are:

Dr. David Cadman (416) 525-9140 Ext. 2145
Chairman
Regional Service Program
Dept. of Clinical Epidemiology
& Biostatistics
McMaster University Medical Centre
1200 Main Street West, Rm. 3H5
Hamilton, Ontario L8N 3Z5

Dr. J. Pater (613) 545-2901
Director
Health Care Research Unit
Department of Community Health
and Epidemiology
Queen's University
Abramsky Hall
Kingston, Ontario K7L 3N6

Dr. Allan Donner (519) 661-3017
Director
Health Care Research Unit
University of Western Ontario
Kresge Building
London, Ontario N6A 3C1

Dr. I.W. McDowell (613) 737-6480
Director
Health Care Research Unit
Department of Epidemiology
and Community Medicine
University of Ottawa
451 Smyth Road
Ottawa, Ontario K1H 8M5

Mr. C.A. Voelker (416) 978-6963
Director
Health Care Research Unit
University of Toronto
150 College Street
Toronto, Ontario M5S 1A1

HEART, CANCER, ADDICTION AND MENTAL HEALTH RESEARCH

The Ministry provides financial assistance to the research programs of the heart, cancer, addiction, and mental health foundations.

Investigators in the fields of heart, cancer, addiction or mental health may wish to direct research inquiries to one of the following foundations:

Addiction Research Foundation
33 Russell Street
Toronto, Ontario
M5S 2S1

Heart and Stroke Foundation of Ontario
576 Church Street
Toronto, Ontario
M4Y 2S1

Ontario Cancer Treatment and Research Foundation
7 Overlea Boulevard, 2nd Floor
Toronto, Ontario
M4H 1A8

Ontario Mental Health Foundation
365 Bloor Street East, Suite 1708
Toronto, Ontario
M4W 3L4

EMERGENCY HEALTH SERVICES RESEARCH

Support is available for evaluation research projects concerning advanced life support and other pre-hospital emergency care services provided by designated base hospitals.

Enquiries for research support in this area should be directed to.

Manager (416) 963-2632
Emergency Care Programs
7th Floor
7 Overlea Boulevard
Toronto, Ontario
M4H 1A8

RESEARCH GRANTS ADMINISTRATION

SOURCE

Applications may be submitted by individuals or groups of individuals associated with a health agency in Ontario, including universities, hospitals, public health units, community groups or associations, or non-profit organizations. The health agency acts as the sponsor of the project. All grants are made to the sponsor on behalf of the individuals.

SPONSOR

The sponsor assumes responsibility for the accounting and payment of all project expenses and will be reimbursed for actual expenditures within the approved budget.

The sponsor is expected to provide accounting and administrative services, research and office space as well as office furniture, routine secretarial services and equipment. The grant does not include remuneration of the principal investigator or payment of overhead charges.

Title to all equipment purchased with project funds will be vested in the sponsoring agency.

The sponsoring agency is responsible for acquiring and maintaining liability insurance acceptable to the Ministry.

The sponsor will monitor all research supported through these grants to ensure that it is conducted in an ethically acceptable manner.

In the case of a hospital or other institution which is a teaching unit of a university, the sponsoring agency is normally the university.

DEADLINES

Research and information study applications must be received by April 1 or November 1 of each year.

Feasibility, formulation, workshops and conference applications may be submitted at any time.

PREPARATION FOR APPLICATION

Investigators will find it helpful to study Appendix A (Criteria for Assessment) in order to anticipate the type of questions considered during the review of applications. These criteria are provided to all appraisers of the application.

In addition, Appendix B contains a list of inadequacies in research proposals, as noted by reviewers. An application is unlikely to be successful in the competition if it contains a significant number of such flaws.

Applicants needing assistance in preparing a proposal may wish to consult with a Health Care Research Unit (p. 8).

When the proposed project requires the support and co-operation of other professionals, departments, health care research units, associations, or health agencies, their willingness to co-operate must be clearly confirmed in correspondence appended to the application. Applicants are advised to seek co-operation before submitting the proposal.

THE APPLICATION

The application consists of the following components in the order listed:

1. Cover form "Application for a Health Research Grant"
2. Animal, human ethics and biosafety certificates
3. Brief description of research in non-technical language (maximum of 300 words)
4. Budget detail - minimum of two fiscal periods
5. Future funding
6. Project proposal, (maximum 20 pages, double spaced), beginning with a table of contents
7. Resumes (maximum 3 pages each)
8. Appendices (maximum 30 pages in total)

Six copies, including one with original signatures, of the complete application are required for each proposed project, whether it is new or renewal. All pages must be typewritten, double spaced, on A4

metric or 8½ by 11 inch white paper. Applications which are considered difficult to read as a result of photo-reducing, dot-matrix printing etc. may be returned without review. The complete proposal must be contained within the 20 page limit. Pages in excess of the limits stated above may not be considered in the review process.

A detailed description of the components of the application follows:

1. Cover Form: One copy of the application must have original signatures on both cover form and certificates (discussed below). Sufficient time should be allowed for processing within the applicant's organization to obtain the appropriate authorization in advance of program deadlines. Agreement to assume administrative responsibility for the grant, if it is awarded, is indicated by the signatures of the sponsoring agency officials.

   All co-applicants are required to sign, indicating their commitment to the implementation of the project, if it is funded.

   The items "Total Cost of Project" and "Estimated Completion Date" refer to the project in its entirety, not just the two years covered in the application.

2. Certificates:

   (a) Certificate - Ethics in Human Experimentation: Grant applications for projects which involve the use of human subjects or human material, the collection of survey data through application of a survey instrument directly to human subjects, or the collection of data contained in confidential records, will not be accepted unless accompanied by a certificate from the sponsor's review committee giving a recent assessment (within one year) of the study's current acceptability on ethical grounds.

   In universities, the review is normally carried out by an internal standing committee. Members of the review committee must abstain if their proposal is being considered.

In other agencies, a committee can be formed for this purpose. Such specially-formed committees cannot have, as members, the applicant(s), consultants or individuals otherwise involved with the project.

The ethical review committee should consist of at least one representative appointed by the president or the agency's administration officer; two individuals (not associated with the proposed project) with knowledge of the potential benefits and risks in the area of the proposed research, and one or more lay individuals who will represent a general point of view. Issues of concern to the ethical review committee will include the rights of individuals, informed consent, deception, privacy, confidentiality, necessity of the research, risk and benefit, and monitoring of intervention effects.

The ethical review committee will report on the form provided, signed by the research administration officer, or other authorized official, indicating the composition of the committee, and stating its opinion on the ethics of the protocol, including any conditions imposed.

If the committee finds the proposed project unacceptable, the application for a grant should not be forwarded.

If the research protocol changes during the term of the grant, it is the responsibility of the applicant to initiate a review and submit a new ethics certificate to the Ministry.

(b) Certificate - Animal Experimentation: Grant applications which involve research on animals must be accompanied by the appropriate form signed by the chairman of the animal care committee and the research administration officer. This form indicates that the research will be carried out in accordance with the principles set out by the Canadian Council on Animal Care in its publication "Guide to the Care and Use of Experimental Animals". Animal research must be conducted in facilities currently registered under the Animals for Research Act (Ontario 1980).

(c) Certificate - Biosafety: Proposed projects which involve the use of potentially biohazardous agents, identified in the report (and revisions) of the Medical Research Council on the "Guidelines for the Handling of Recombinant DNA Molecules, and Animal Viruses and Cells", are to be reviewed by the sponsor's biohazards committee. The certificate identifies the nature of the potential biohazard and the level of containment needed. The chairman of the biohazards committee, by signing the certificate confirms that the physical facilities, and laboratory and emergency procedures consistent with the containment level, do exist and are in operation.

3. Brief Description of Research: The description is to be 300 words or less in a language suitable for communication with the general public. If funding is approved, this description may be used in media releases, newsletters or reports. Include a brief outline of the objectives of the proposed research, method of investigation and the results expected. If the description is considered to be overly technical, the principal investigator may be asked to re-draft it.

4. Budget Detail: A sample presentation of budget detail can be found in Appendix C. The budget is to detail, for the next two fiscal periods, the estimated cost of the project in constant dollars. Annual increments or escalation factors are not to be incorporated into the second fiscal period amounts. The fiscal periods or portions thereof must coincide with the government's fiscal year which runs from April 1 to March 31. Separate amounts are to be shown for project requirements within the following categories:

   . Personal Services - salaries or fees for professional assistants, graduate students, technicians, consultants, and other necessary support personnel, and employer's contribution to fringe benefits must be identified separately for each individual within this category. Indicate annual rates and time commitment to the project for all personnel. Salary requests should

parallel those paid to similarly classified persons within the sponsoring agency or community. Principal investigators are not eligible for salary support from the project. Personnel paid from the Ministry's grants are not employees of the Ministry.

- Travel - funds essential for the collection of data or transportation of subjects or other field work travel. In addition, separate funds for travel either to centres doing similar work for the purpose of obtaining first-hand essential information, or to scientific meetings for the presentation of project-related papers will be considered if details are provided. The amount allowed for travel to meetings may be limited according to current guidelines.

- Equipment - minor items specifically required for the project which do not exceed a total value of $8,000. Requests for office equipment (desks, tape recorders, and calculators, etc.) will not be considered.

  Applicants should consider both the purchase and rental alternatives, provide information on the comparative costs, and the reason for their choice. If equipment is to be rented, the cost should appear in the Supplies and Services category.

- Supplies and Services - expendable materials, telephone, postage, purchase and boarding of animals, computer services, printing and photocopying, rental charges, repair costs, or maintenance contracts related to equipment used in the project. Where applicable, unit cost, quantity and total cost should be specified for an item.

- Offset Revenue - any other sources of funds and amounts provided for any aspect of the project.

Specify the fiscal period(s). Provide detail for each budget category and justify any costly or unusual items. Inadequate explanations of items in the budget can result in arbitrary decisions on the appropriate level of funding.

5. Future Funding: A brief explanation of the need for financial support and how it can be provided after completion of the project for any or all of the following:

   - further research arising from this work;
   - implementation of new procedures or programs;
   - any continuing service component of the project.

   Service funding from research grants cannot be provided beyond the termination date of the research project. Once the value of a service is established, implementation is the responsibility of the investigator and the sponsoring agency.

6. Proposal: The detailed proposal must not exceed 20 double-spaced typewritten pages, A4 metric or 8½ by 11 inch white paper, and is to include:

   - objectives of the research and the underlying hypotheses;
   - present state of knowledge relative to proposed research and relevant work done by the applicant, including references to significant publications;
   - research design including a time-chart for major activities, methodologies, analysis of results, criteria for evaluating outcome;
   - economic analysis of cost-effectiveness, cost-benefit, or cost-utility, if pertinent;
   - relevance of the proposal to health problems in the province and benefits expected.

7. Resumes: Include for each applicant, consultant and any senior personnel employed on the project a 3-page resume. Excess pages may not be considered in the review process.

8. Appendices: Include supporting documents such as letters from consultants, other departments, health care research units, associations, or service agencies whose co-operation is necessary to conduct the project. The nature and extent of their commitment must be clearly described.

Other relevant appendices may be added to the application. They should be distinct from the proposal itself and limited to a total of 30 pages. Excess pages may not be considered in the review process. Attempts should be made to present all information of major relevance to the project in the 20 page proposal.

CONTINUATIONS

Application to continue beyond the end of the first fiscal year of a project originally approved-in-principle for two fiscal periods is made by submitting a letter confirming continuation of the project by January 15 of the first fiscal year. If changes to the project for the second fiscal year are anticipated, a revised budget detail and explanation may be submitted. Otherwise funding will be considered at the level originally approved-in-principle.

RENEWALS

To apply for funding beyond the first approval, it is necessary to complete an application as described previously. However, in place of the detailed proposal, a summary of the project and complete progress report (maximum 20 pages) is included. A progress report is to demonstrate that headway has been made towards achieving the objectives of the proposal. Include, for example, details on:

- advancement in the development of instruments;
- status of data collection, and subject entry;
- findings to date;
- modifications to original work plan, timetable, or budget, with explanation.

Copies of reprints and manuscripts arising from the project may be included as appendices (maximum 30 pages).

INFORMATION STUDIES

Applications are to include all details previously outlined in sections 1 to 8.

FEASIBILITY AND FORMULATION GRANTS

Applications to these sub-programs are for funds to support the development of a complete research proposal. The application covering form, certificates, brief description, budget detail, supporting documents, resumes, and appendices should all relate to the specific tasks to be carried out in order to achieve this purpose. The detailed proposal should include the objectives, background work, relevance, and methodology and analysis details, as far as they are known, for the major proposal. Some aspects of the major proposal will, of course, be incomplete. These features should be highlighted as the objectives to be addressed by the feasibility/ formulation proposal. Methodology and analysis details for the tasks to be undertaken to address these objectives should be included. Criteria of successful outcome are to be explicitly stated, so that there is a basis for judging whether feasibility has been demonstrated, and that a major proposal can be constructed in complete form.

WORKSHOPS/CONFERENCES

An application to these sub-programs consists of the covering form, budget detail, and a description of the workshop/conference which includes information about the objectives, format, target population, expected attendance, method of evaluation, and other sponsors or major contributors.

REVIEW PROCESS

Research and information study applications to the Health Care Systems Research grants program are subjected to peer review by the standing program committee. An application is first considered by Ministry officials and the committee chairman to determine eligibility within the terms of reference of the program. If acceptable, it is considered by the review committee.

The review committee comprises health professionals from outside government. They are selected for their expertise in research methodology as well as knowledge in a clinical field or areas such as economics, biostatistics, computer sciences, or epidemiology.

Applications are sent for confidential written evaluation to other external experts who are knowledgeable in research methodology or in a field relevant to the particular proposal. Applicants may submit, in a covering letter with their proposals, the names of up to three knowledgeable individuals, who do not have a conflict of interest with the proposal, who may be invited to submit evaluations.

The review committee may seek, by letter or personal interview, clarification from the applicants on specific aspects of the proposal.

When a proposal relates to an existing government program, it is reviewed internally by the responsible area to assess program and policy implications.

With the assistance of the external appraisals, internal reviews, and information from interviews and written responses, individual committee members arrive at their own conclusion about an application. In a meeting of the full committee, the applications are discussed and debated. The applications are considered with regard to scientific merit and relevance to health priorities.

Applications which are found to have merit both in science and relevance are rated by each committee member. The ratings are averaged and those which achieve a passing score are recommended to the Ministry for support. The Committee may recommend support in full or in part. The initial recommendation on new applications may span up to two (government) fiscal periods. Any continuance of support beyond the initial recommendation is subject to annual review of progress through a renewal application.

Copies of written reports on proposals are provided to applicants at the end of the competition when the results are announced. The review committee's discussion is not recorded in these reports.

Formulation and feasibility study applications are also reviewed by the standing program committee, but are not normally sent for further external evaluation. The review is conducted by correspondence. Any written comments provided by reviewers will be forwarded to the applicant when the review is completed.

Conference and workshop requests are reviewed within government by the relevant program area.

NOTIFICATION OF AWARDS

A formal letter of award is sent at the beginning of each fiscal period to the investigator with a copy to the designated official of the sponsoring agency. The letter provides authority to incur project expenses for items and amounts specified in the approved budget detail. Any commitments made in excess of the approved budget are not the responsibility of the Ministry. The notification is valid only for the period specified. Any unclaimed funds at the end of the fiscal period revert to the Treasury of Ontario.

The Ministry reserves the right to terminate a grant without cause at any time by providing written notice of the termination.

AMENDMENTS

The grantee must consult with the Ministry and obtain written approval before any major alteration in the project is implemented.

If the grant holder is to be absent for a significant length of time during the award, for sabbatical or study leave, for example, alternative arrangements for responsible supervision of the project must be submitted for Ministry approval prior to the absence.

All expenditures on the project must be consistent with the approved budget detail. Funds may be transferred between the two budget categories Personal Services, and Supplies and Services, as long as the total adjustment over the period of the award does not exceed $1,000. All other deviations from the budget require formal amendment. Requests for amendments must be made in writing, and approved by the Ministry, before the related expenses are incurred. Final requests for adjustments are to be made prior to March 1 if not stated otherwise.

METHOD OF PAYMENT AND CLAIMS

During the fiscal period, a cash flow of up to 80 per cent of the award will be provided to the sponsoring agency. Claims detailing the actual expenditures must be submitted quarterly, and signed by the designated financial officer of the sponsoring agency.

As all expenditures are subject to provincial audit, sponsors are required to maintain adequate accounting records. Claims must be based on actual expenditures, not purchase orders or commitments. Final claims must cover goods or services received before March 31 and must be submitted by April 7, if not stated otherwise. Investigators are advised to check with their sponsors who may have an earlier internal deadline for submitting claims.

Funds unclaimed at the end of each fiscal year revert to the Ontario Treasury and cannot be carried over to the next fiscal period.

All claims and related inquiries should be directed to:

Payments Supervisor
Finance and Accounting Branch
Ministry of Health
3rd Floor, 15 Overlea Blvd.
Toronto, Ontario M4H 1A9

Based on funds claimed during the first months of the award period, the Ministry retains the right to initiate a budget reduction, in consultation with the investigator, on projects for which funds claimed are significantly below the level of disbursements as indicated in the approved budget.

FINAL REPORTS

Six copies of a final report are to be submitted no later than six months after termination of funding by the Ministry. As part of the ongoing evaluation of programs supported through the Ministry, final reports are subjected to review by the committee which recommended support of the project.

Research and Information Studies:

A final report consists of not more than 20 pages and should contain:

- a comprehensive summary of the objectives, procedures and methods of the research;
- a clear statement of the findings obtained together with supporting data;
- conclusions and discussion of applications of the new findings;
- plans for publication and dissemination of results to other health care professionals and organizations.

Reprints of publications and copies of addresses given at scientific meetings may be attached as appendices.

Investigators may refer to the "Guide for Evaluation of Final Reports" (Appendix D) for examples of the types of questions considered during committee review of the report.

Feasibility/Formulation Proposals:

The final report for a formulation/feasibility study will depend on the success of that study. If the study is successful, a fully developed research proposal to the major grant program is acceptable as the final report of the formulation/feasibility study. If results indicate that it is not feasible to pursue the research, then a final report is required which clearly outlines the reasons for such a conclusion, and gives suggestions for new approaches to the problem.

Workshops/Conferences:

A final report summarizes the proceedings of the workshop or conference, and may include program content, attendance record, participants' evaluations, conclusions, and an assessment of attainment of goals.

Final reports which are deemed acceptable by the review Committee are forwarded to related program areas within the government. One copy is kept in the Ministry library, for public access.

PUBLICATIONS

The research findings are the property of the investigators and the sponsoring agencies. Principal investigators are encouraged to make their findings available to individuals and groups which may benefit from the research. The Ministry and the specific research program should be acknowledged as a source of financial support. All publications should indicate that the opinions contained are those of the authors, and no official endorsement by the Ministry is intended or should be inferred.

Research Awards

RESEARCH AWARDS DESCRIPTION

HEALTH RESEARCH PERSONNEL DEVELOPMENT

The intent of this program is to provide career stability for a cadre of new clinical and community health researchers, to meet expected manpower needs in the next ten years.

Awards will be made to Ontario universities to provide personal support to individuals engaged in health research programs, either as trainees at the graduate student or post-graduate level (Fellowship), or as independent investigators (Career Scientists). The research programs may be located at the university itself, or at its affiliated teaching hospitals or associated research institutes.

Applications are submitted by Ontario universities for research programs in clinical or community health fields, which are defined as:

Clinical	-	involved directly in patient care; for example: medicine, dentistry, nursing, clinical psychology or pharmacy.
Community Health	-	involved in fields related to the execution of studies of groups of individuals in the community, or to the development of methodologies appropriate to such studies.

The skills and methodology of epidemiology, health economics, health administration or biostatistics may be applicable in either field.

While it is expected that the research plans of most candidates for these awards would involve human subjects directly, in some circumstances, the proposed research may not involve humans in its early stages, but would clearly do so in a few years time.

FELLOWSHIP

PURPOSE

To provide outstanding individuals with the opportunity to undertake research training either in a master's or doctoral degree program, or by gaining experience in research methods, prior to career appointments in clinical or community health research.

CATEGORIES OF AWARDS

(a) Post-Graduate Research Experience - For suitably qualified candidates who have completed all formal research and clinical training and who will acquire further research experience under supervision.

(b) Graduate Studies - For fully qualified health professionals to undertake master's or doctoral degree programs; and for non-health professionals holding a master's degree to undertake a doctoral degree program.

ELIGIBILITY REQUIREMENTS

The goal of the program is to develop research personnel for Ontario. To be eligible for this award, candidates must intend, and be able to pursue a career in clinical or community health research in Ontario.

Applications are made by Ontario universities, on behalf of individuals seeking training in a research program located in the university, one of its affiliated teaching hospitals or associated research institutes or, in special circumstances, at another location.

For Graduate Studies fellowships, the degree program in which an applicant is to be registered must be a recognized graduate program which has been in existence for at least two years. The program must have as its prime purpose the imparting of research skills directly relevant to clinical or community health areas and must involve a research thesis. These awards are not available for individuals in programs restricted to advanced clinical training for health professionals.

Post Graduate Research Experience fellowships must involve a minimum of twelve months research training under the supervision of an established investigator in a clinical or community health research program.

All candidates must:

- have demonstrated a potential for and personal commitment to a career in health research in Ontario immediately following the research training fellowship;
- ensure that all necessary authorizations from the fellowship supervisor and sponsoring department/university have been arranged prior to submitting an application;
- commit their time fully to research training and related activities while holding the award;
- not concurrently hold another major personal support award;
- not concurrently hold a faculty position;
- be a Canadian citizen or landed immigrant at the time of taking up the award.

In addition, candidates applying for:

(a) Post-Graduate Research Experience fellowships must have completed a doctoral degree (e.g. Ph.D, M.D., D.D.S.) or be a health professional with a master's degree (e.g. M.Sc.N.).

(b) Graduate Studies fellowships must either be fully qualified health professionals (e.g. M.D., B.P.T.) applying for master's or doctoral degree program; or non-health professionals holding a master's degree, and applying to undertake doctoral studies.

THE APPLICATION

The application consists of the following components in the order listed:

(1) Cover sheet
(2) Candidate's program
(3) University's statement
(4) Letters of recommendation

Forms for items 1 through 3 are included in the "Health Research Personnel Award-Fellowship Application".

Six copies of the complete application are required, including one with original signatures. All pages must be typewritten.

A detailed description of the components of the application follows:

1. Cover Sheet: The form should be filled out completely. One copy of the application must have original signatures on the cover sheet. Sufficient time should be allowed for processing within the university to obtain the appropriate authorization in advance of the application's deadline.

2. Candidate's Program: All questions should be completed. The summary description (200 words or less) should be in language suitable for communication to the general public as it may be used in media releases, newsletters or reports if an award is made and accepted.

   The candidate's statement (maximum 5 single-spaced pages) should include:

   - details of current status, describing responsibilities of present position and program, and information about research abilities, including projects for which grants have been received (or applied for);

   - details of the proposed fellowship program, including a clear description of the type of training sought and its relationship to future career goals; an outline of the proposed research should be included, where known;

   - an explanation of the choice of location, if the location of the program is not at the sponsoring university.

   The candidate's up-to-date curriculum vitae, transcripts from all academic work, and a list of research training should be attached to this form.

The supervisor's curriculum vitae and documentation of acceptance to the program should also be attached.

3. University's Statement: This section is to be completed and signed by the department chairman at the sponsoring university. It is to include an evaluation of the candidate and the university's rationale for nominating the candidate and address the following points:

   - candidate's past performance;
   - proposed training of the candidate during this fellowship program and its relevance to the sponsoring university's research priorities;
   - a description of the environment of the fellowship program including opportunities to engage in research and resources and facilities available;
   - candidate's potential for independent research and candidate's expected contribution to the sponsoring university's research program after completion of the fellowship program.

A maximum of ten pages of other relevant material or documentation which would support the candidate's application may be appended. Attachments exceeding the stated limit may not be reviewed.

Six complete copies of the above material are required, one with original signatures.

4. Letters of Recommendation: All candidates are to arrange to have two letters of recommendation from supervisors or associates familiar with the candidate's work submitted directly to Grants Administration (address page iii).

REVIEW CRITERIA AND PROCESS

Applications will be submitted for peer review by a provincial committee. The review criteria will include:

- individual's academic and research background;

- research environment where the applicant proposes to work;
- supervisor's research record;
- quality of research program and its consistency with stated career goals;
- potential of the research training program and this applicant.

Overall excellence is the primary selection criterion, but where two candidates are judged equal, the relative numbers in clinical and community health areas may become a decisive factor. Where the fellowship program involves graduate studies, preference will be given to Ontario degree programs.

To facilitate review, the Review Committee may request an interview or site-visit.

AMOUNT OF AWARD

The amount of the award will depend on the candidate's qualifications and experience and type of research training sought, and is based on the provincial Fellowship scale.

DURATION OF SUPPORT

The minimum award is one year. The maximum duration of an award depends on the type of training sought.

(a) Post-Graduate Research Experience - An initial award may be approved-in-principle for up to two years.

(b) Graduate Studies - The award may be approved-in-principle for the duration of the degree program, up to a maximum of four years for a doctoral program and up to two years for a master's program.

RENEWAL APPLICATION

Fellows acquiring supervised research experience may be awarded a third year of support under exceptional circumstances. This would require submission of a complete renewal application, a major progress report, and detailed justification of the special circumstances underlying the request.

Awards for graduate degree program fellowships are not renewable.

A new application for a supervised research experience fellowship may be submitted by candidates completing a graduate studies fellowship program.

REPORTS

For fellowships lasting more than one year, a brief progress report is to be submitted, by the sponsoring university, by April 1 each year. The report should describe the Fellow's progress to date and indicate any modifications to the fellowship program for the next year. The report should list presentations and publications, courses taken and completed, consultations to other projects, meetings attended, and any program modifications. The supervisor's evaluation of the Fellow's progress and any changes to the program is to be included.

A final report is to be submitted by the Fellow within 90 days after completion of the fellowship, summarizing accomplishments during the tenure of the award and providing a detailed description of career plans.

PUBLICATIONS

Any publications prepared or submitted during the tenure of the fellowship are to acknowledge the award by identifying the author as a Fellow of the Ontario Ministry of Health, Health Research Personnel Development Program.

CAREER SCIENTIST

PURPOSE

To provide support to outstanding candidates, who have demonstrated potential, to carry out independent research in a clinical or community health field.

ELIGIBILITY REQUIREMENTS

The goal of the program is to develop research personnel for Ontario. To be eligible for this award, candidates must intend, and be able to pursue a career in clinical or community health research in Ontario.

Ontario universities may submit applications on behalf of individuals meeting the following requirements.

The candidate:

- would, as a minimal requirement, have completed a two-year post-doctoral training program or have equivalent experience;
- would have a maximum of two years of independent research experience at the time of taking up the award;
- must commit at least 75 per cent of his/her time to relevant research activities;
- must carry out his/her research either at the university, or one of its affiliated teaching hospitals or associated research institutes;
- cannot concurrently hold another major personal support award;
- cannot, at the time of application, hold an established faculty position supported from the regular operating funds of the university, institute or hospital;
- must be legally entitled to employment in Canada at the time of taking up the award.

To maintain eligibility beyond the second year, the candidate must hold, as a principal investigator, a grant-in-aid won in an extramural grants competition.

THE APPLICATION

The application consists of the following components in the order listed:

1. Cover sheet
2. Candidate's statement
3. University's statement
4. Letters of recommendation

Forms for items 1 through 3 are included in the "Health Research Personnel Award-Career Scientist Application".

Six copies of the complete application are required, including one with original signatures. All pages must be typewritten.

A detailed description of the components of the application follows:

1. Cover Sheet: The form should be filled out completely. One copy of the application must have original signatures on the cover sheet. Sufficient time should be allowed for processing within the university to obtain the appropriate authorization in advance of the application's deadline.

2. Candidate's Statement (maximum 10 single-spaced pages): This should include in his/her own words:

   - description of current status detailing research, teaching (including graduate student supervision), and service activities and indicating time spent and level of involvement;

   - a description of the current research proposal, or protocols for which the candidate has received (or applied for) grants, as a principal investigator, and a five year outline of research direction and intentions. If this includes collaborative research with other health disciplines, then explicit details should be provided of the specific contribution of the candidate to a team effort;

The candidate's curriculum vitae should be attached to this form. The resume is to be current and give details of employment, education, clinical training, appointments, research experience, awards and grants received, and a list of publications and presentations.

3. University's Statement: This section is to be completed and signed by the program/department chairman of the sponsoring university. It is to include an evaluation of the candidate and the university's rationale for nominating this candidate, and address the following points:

   - candidate's past performance;
   - department/program and university need for the individual candidate in relation to current and future research plans and priorities;
   - the potential research environment for the candidate, including a description of the department/program, current faculty and health research resources and facilities available.

A maximum of 15 pages of other relevant material or documentation which would support the candidate's application may be appended. Attachments exceeding the stated limit may not be reviewed.

Six complete copies of the above material are required, one with original signatures.

4. Letters of Recommendation: All candidates are to arrange to have two letters of recommendation from supervisors or associates familiar with the candidate's work submitted directly to Grants Administration (address page iii).

REVIEW CRITERIA AND PROCESS

The mechanism is a peer review of individual applications by a provincial committee. Overall excellence is the primary selection criterion, but where two candidates are judged equal, the relative numbers in clinical and community health may become a decisive factor.

The review criteria will include:

- individual's academic and research background, including qualifications and previous performance;
- research environment where the applicant proposes to work;
- quality of proposed research;
- career potential of the applicant.

Applications are sent for confidential written evaluation to other external experts who are knowledgeable in the applicant's field of research interest. Copies of these reviews are available to the applicant upon written request.

To facilitate review, the Review Committee may request an interview or a site-visit.

AMOUNT AND DURATION OF SUPPORT

Support will be approved-in-principle for up to five years. The amount of the award will be based on the candidate's qualifications and experience relative to the provincial Career Scientist scale.

A research allowance may be granted for use in the first year if the successful Career Scientist candidate does not hold an extramural grant-in-aid at that time.

REPORTS

Annual progress reports are required following completion of each award year on June 30. These reports are to be submitted by the university by August 31, and should contain a full description, for the year, of the candidate's research accomplishments, including extra-mural grants held, and indicate teaching, and service activities. The candidate's up-to-date curriculum vitae is to be attached. Progress reports are reviewed by the standing provincial review committee.

A final report is to be submitted within 90 days after completion of the award, summarizing accomplishments during the tenure of the award and providing a detailed description of career plans.

PUBLICATIONS

Any publications submitted during the tenure of the Career Scientist award are to acknowledge the award by identifying the author as a Career Scientist of the Ontario Ministry of Health, Health Research Personnel Development Program.

RENEWAL APPLICATION

Career Scientists who are eligible to receive more than five years of support under the program may apply for a renewal award. To apply for funding beyond the first five-year approval, it is necessary to complete a full application, as described below, by August 1, following completion of the fourth year of the award.

The renewal application consists of the following components in the order listed:

1. Cover Sheet
2. Candidate's Progress
3. Candidate's Plans
4. University's Assessment

Forms for items 1 through 4 are included in the "Health Research Personnel Award - Career Scientist Renewal Application".

Six copies of the complete application are required, including one with original signatures. All pages must be typewritten.

A detailed description of the components of the application follows:

1. Cover Sheet: The form should be filled out completely. One copy of the application must have original signatures on the cover sheet. Sufficient time should be allowed for processing within the university to obtain the appropriate authorization in advance of the application's deadline.

2. Candidate's Progress (maximum five single-spaced pages): This should cover:

   - research activities, relating them to original plans, and explaining any major deviations from original intentions;
   - the significance of results to the research field and the candidate's career development;
   - details of research grants held as principal investigator;
   - teaching (including graduate student supervision), and service activities, indicating time spent and level of involvement.

   The candidate's up-to-date curriculum vitae, and copies of publications arising out of work done during the award are to be attached.

3. Candidate's Plans (maximum five single spaced pages): This should describe research direction and plans for the term of the renewal award. If this includes collaborative research, the candidate's contribution to the team effort should be described. Long range career plans should be indicated and the relevance of the proposed research to these plans.

4. University's Assessment: This section is to be completed and signed by the department chairman of the sponsoring university. It is to include an evaluation of the candidate and the university's rationale for recommending continuing support for this candidate, and address the following points:

   - candidate's research performance during the first four years of the award;
   - department and university need for the candidate in relation to current and future research plans and priorities;
   - current research environment for the candidate, including a description of the department, faculty and health research resources and facilities available;

- plans to provide salary support for the candidate following completion or termination of the award.

REVIEW OF RENEWAL APPLICATIONS

All renewal applications will be subjected to peer review by the standing provincial review committee.

The review criteria will include:

- research performance and achievements during the first four years of the award;
- research environment;
- quality of proposed research;
- career potential of the applicant.

Applications will be sent for confidential written evaluation to other external experts who are knowledgeable in the applicant's field of research interest. Copies of these reviews are available to the applicant upon written request.

To facilitate review, the Review Committee may request an interview or a site-visit.

RESEARCH AWARDS ADMINISTRATION

DEADLINES

The closing date for receipt of new and renewal Fellowship applications is normally January 15. The closing date for receipt of new Career Scientist applications is normally November 15. Applicants should contact the Ministry in the fall to confirm submission deadlines.

NOTIFICATION OF AWARDS

A letter giving formal notification of award is sent to the successful candidate, with a copy to the designated official of the university.

METHOD OF PAYMENT AND CLAIMS

The award is effective July 1 for a 12-month period. Awards commencing after July 1 will be prorated. The Ministry of Health will issue quarterly advance payments to the sponsoring agency. Statements detailing actual expenditures must be submitted within 15 days following the end of each quarter, and be signed by the designated financial officer of the university.

As all expenditures are subject to provincial audit, universities are required to maintain adequate accounting records.

Claims must be based on actual expenditures, not commitments. Expenditures may not exceed the award.

Monies not spent during the award year may not be held over for expenditure in subsequent years. Any adjustments required due to underexpenditures during the year of the award will be made in a subsequent payment. All claim-related enquiries are to be directed to:

Supervisor, Grants Administration
Policy Development and Research Division
Ministry of Health
8th Floor, Hepburn Block
Queen's Park
Toronto, Ontario
M7A 1R3
Telephone: (416) 965-5887

AMENDMENTS

During the tenure of the award, the Ministry of Health should be consulted about any substantial modifications to the approved program eg. time commitment to research, teaching and service; change in supervisor or department; maternity leave.

Appendices

APPENDIX A - CRITERIA FOR ASSESSMENT

The following format and questions are provided as a guideline to committee reviewers and external appraisers.

NEW APPLICATIONS

Project Assessment

Discuss the strengths and weaknesses of the proposal in regard to:

- statement of objectives
- the awareness of other work done in this area
- adequacy and appropriateness of the experimental design
- methods of data collection/analysis
- evaluation of results
- feasibility of accomplishing stated aims

Project Resources

(a) Human: Are the training and accomplishments of the investigators suitable as they relate to the proposed study? Has the applicant identified sufficient and appropriate personnel to carry out the study? Has the applicant documented evidence of support from consultants, or agencies whose co-operation or participation is required in the study?

(b) Physical: Are the physical facilities, clinics, laboratories, computing support, etc. adequate to carry out the study? Is there an adequate source of subjects and supplies?

Economic Aspects

Is the proposal likely to have an important economic impact in reducing the costs or increasing the efficiency of health services? Has the applicant provided, where appropriate, an adequate cost-effectiveness, cost benefit or cost-utility analysis?

Budget

Is the budget realistic in terms of the aims of the proposal? Are all items justified on the basis of

the procedures and methodology to be used? Has the applicant taken into account other possible income? Has the applicant indicated possible sources for support of any service portion of the project after completion of the research phase?

Relevance

Provide your personal judgement on the relevance of the health problem addressed by this project and the advancement which this project is likely to provide. Comment on the immediacy with which results may be applied in human health care and the potential client population for new developments or services.

Recommendations

Recommend on the disposition of the proposal, that is, approval, partial or conditional support, or rejection.

RENEWAL APPLICATIONS

Applications for renewal of support for projects previously funded will be accompanied by a summary of the project and a progress report on the work accomplished to date of submission.

Please use the project summary, the progress report, and the following criteria to assess the successful management of the project:

- have the original aims and methods been modified?
- has the applicant adhered to the original timetable?
- does it seem likely that the project will be completed on schedule?
- is adequate justification provided for departures from the original aims, methods and/or timetable?
- are revised budget and staffing details justified?

In addition, please comment on the incremental value of the information to be obtained from an additional year of the study. In particular, please indicate if advances in the research area since the project began have reduced its scientific merit or relevance, and call into question the value of continuing the project for another year.

APPENDIX B - FLAWS IN RESEARCH PROPOSALS

Reviewers of research proposals have noted the following types of inadequacies in research proposals. Occurrence of many flaws may lead to rejection of the grant application.

Conceptualization

objectives are unclear
objectives are unrealistic
rationale for doing the study is unclear
literature review is inadequate e.g. incomplete, uncritical
hypotheses are unclear
hypotheses are not related to objectives
hypotheses are not in measurable terms

Design/Methods/Analysis

design is unclear
design does not address objectives
design does not answer hypotheses
study population is not clearly defined
inclusion/exclusion criteria are inadequate
sampling method is unclear
justification of sample size is inadequate
sample is not appropriate for design
experimental maneuver is unclear
experimental maneuver is biased
data collection methods are unclear
data collection methods are inadequate
outcome measures are not clearly described
outcome measures are not justified
reliability/validity of measures are not demonstrated
statistical analysis is not clearly described
statistical analysis will not answer hypotheses
economic analysis is not included, but is needed
economic analysis does not evaluate impact
plan for project management is inadequate

Resources

principal investigators' backgrounds are inappropriate
project personnel training/skills are inadequate
consultation expertise is inadequate
co-operation of agency/individual is not documented

Budget

individual budget items are unreasonable
individual budget items are not justified
overall cost exceeds value of information generated

Relevance

problem is unimportant
project will not provide advancement
barriers to timely application of results

Ethics

ethical issues are not identified
ethical issues are not resolved

APPENDIX C - SAMPLE BUDGET

Budget detail must be specified for two fiscal periods. The fiscal periods must coincide with the government's fiscal year (April 1 to March 31) or portion thereof. Annual increments or escalation factors are not to be included for the second or subsequent fiscal year of the project.

FISCAL PERIOD: September 1 to March 31

Personal Services

	Annual Rate	Mos.	% Time	$
Principal Investigator	-	7	20	NIL
Co-Investigators	-	7	5	NIL
Professional assistant	$	7	100	$
Research trainee		5	50	
Summer student		4	100	
Technician		7	75	
Consultant fee				
Other personnel				
Employer contribution to fringe benefits (specify the percentage contribution to fringe benefits for each employee)				
Sub-Total				$

Travel

Field work travel including subject travel	
Visits to other centres doing similar work	
Travel expenses for visiting consultants	$
Sub-Total	$

Equipment

List items of equipment identifying individual amounts.	
	$
Sub-Total	$

Supplies and Services

Laboratory supplies (no. of units and unit cost)
Telephone (installation and/or service charges)
Postage
Equipment rental (give details)
Fees for photocopying or duplicating
Fees for computer time (quote hourly rate and number of hours)
Fees for keypunching and verifying
Fees for equipment maintenance or repairs
Reprints

Sub-Total	$
Total	$
Less other revenue (identify sources)	$
Net cost	$

BUDGET JUSTIFICATION: To avoid arbitrary decisions on the appropriate level of funding explanations of items in the budget must be provided.

Personal Services

For each position a brief job description should be given to account for the qualifications and skills specified and to justify the level of funding. Workload should be estimated to justify the amount of time employed on the project.

Travel

Average cost per trip and number of trips should be estimated and explained for field work travel. Details of visits to conferences and other centres should be provided. Travel expenses for visiting consultants should be separated into airfare, taxi, meals, and hotel costs.

Equipment

Quotes from suppliers should be provided, and the comparative cost of rental included.

Supplies and Services

Wherever appropriate, number of units and unit costs should be explained. Quotes from the supplier should be provided for purchased services eg. computing, equipment repair.

APPENDIX D - GUIDE FOR EVALUATION OF FINAL REPORTS

The evaluation of final reports by reviewers should include the following:

1. Brief description of the project

2. Assessment of study outcome:

   - To what extent were the objectives fulfilled?
   - Are the conclusions valid? If not, why not?
   - To what extent did the project contribute to the knowledge of health care?
   - Do the results obtained justify the funds expended?

3. Dissemination of results:

   - What are the investigator's plans for publication and dissemination of results to other health care professionals and organizations?
   - To what extent are the results likely to be used elsewhere?

4. Conclusions:

   - Is the final report acceptable?
   - Can the data be further analyzed to provide additional information?
   - Is there need for further study in this area?
   - Is further dissemination of the results recommended?